

Procedural Instructions for Requesting CBHE EMSAS Data

Overview:

This document provides details for an agreement that the Missouri Coordinating Board of Higher Education (CBHE) and the Missouri Assessment Consortium (MAC) have reached regarding the use of the Enhanced Missouri Student Achievement Study (EMSAS) database by those Missouri post-secondary educational institutions that have provided past student records to the database. The agreement provides a means for institutions to identify how many of their former students have gone on to enroll at other EMSAS participating institutions. It can also be used to obtain data on students who are currently enrolled at the institution and that were previously enrolled at another participating EMSAS institution. The purpose of the service is to provide institutions with student unit level data to help them conduct institutional research studies on student cohorts that they have a need to track.

A Description of the Service:

The CBHE will provide to the institution requesting this service three abridged files of the EMSAS database's end-of-term registration, fall enrollment, and degree completions files (see Addendum 1 for the variables that will be included in each file). All of these files will report data on a student unit record basis. Cross-institutional student data records (i.e., student records from other institutions other than the requesting institution) from the end-of-term registration and fall enrollment files will only be released for those students who were enrolled at the requesting institution during the time period of the data request. Because the EMSAS degree completions file only identifies the institutions that a student obtains a degree from and is not linked to the enrollment records of those students who did not receive a degree while attending the requesting institution, all of the records in the EMSAS database degree completions file will be released to the requesting institution so that it can merge these records in with their end-of-term registration and fall enrollment student records. Data from the three files will span the period of AY 1996-1997 through the current academic year that the data exists in EMSAS. Institutions will receive their data by FTP in the form of an ASCII file. It will be the institution's responsibility to load these files into the software programs they have chosen for their internal analyses. Addendum I specifies the record layout for the three ASCII files.

Research Guidelines:

Because the requesting institution will receive student records from other Missouri post-secondary institutions that are also in the EMSAS database, the requesting institution's EMSAS Database Coordinator (EDC), who will represent the requesting institution concerning all issues about this service, agrees to inform and encourage officials of the requesting institution that they should comply with the following research guidelines:

1. Student Confidentiality
 - a. The EDC's institution must comply with all of the conditions specified in the CBHE EMSAS Data Confidentiality Agreement (See Addendum II).
 - b. The EDC's institution should also comply with the confidentiality guidelines of AIR's Code of Ethics for Institutional Research as specified in Section III of the code and that covers the topics of: atmosphere of confidentiality, storage and security, release of confidential information, and special standards for data collection.

2. Data Reporting: The EDC shall make every effort to prevent the release of any adverse research findings identifying other participating EMSAS institutions whose data records may have come from this service.
 - a. Internal Reporting of data: When reporting research findings using the data records from other EMSAS institutions, the EDC shall apprise officials within the institution of the need to keep confidential all research findings that specifically identify other participating EMSAS institutions, and that such findings should only be released to the public if the affected institution agrees to their release.
 - b. External Reporting of data: If research findings are to be disclosed externally (e.g., a conference paper, journal article, grant report etc.), the EDC shall inform the author of the report that all summary findings pertaining to participating EMSAS institutions should be kept confidential. This can be accomplished by using a pseudonym in lieu of the institution's name, assuming that the data being presented in the report does not give clues as to the identify of the institution. The report's author also has the option of asking and getting approval from the institution to disclose its name.
3. Data Use:
 - a. Data Integrity: The EDC shall exercise reasonable care to ensure the accuracy of data collected from other participating EMSAS institution's records and shall document the sources and quality of the data. The requesting institution's EDC also has an obligation to inform other EDCs from participating EMSAS institutions of any data errors in that institution's student data records when and if they are discovered by the requesting institution's EDC.
 - b. EMSAS Database Improvement: The EDC has a professional responsibility to assist the CBHE in its efforts to improve and expand the EMSAS database.

Procedures for Requesting the Service:

Institutions that wish to use this service must send their data request to the CBHE in the month of March. These are the steps that they should follow:

1. Have your President sign the CBHE confidentiality agreement (Addendum II).
2. Mail the original copy of the Confidentiality agreement to Dr. Debra Cheshier, Director Educational of Educational Policy, Planning, and Improvement, 3515 Amazonas, Jefferson City, Mo. 65109, Phone (573) 751-2361, Fax: (573) 751-6635, E-Mail address: debra.cheshier@mocbhe.gov
3. Complete the Data Request Form (Addendum III) and mail it to:
Dr. Wei Zhou, Research Director, Coordinating Board of Higher Education, 3515 Amazonas, Jefferson City, Mo. 65109, Phone: (573): 751-2361, Fax: (573) 761-6635, E-Mail address: wei.zhou@mocbhe.gov.
4. You should receive your file(s) by the end of June.

Addendum 1

FILE CODEBOOKS

EMSAS Term Registration File

15 possible variables per record

EMSAS			
Field	Variable	Variable	
Num	Name	Description	EMSAS Data Notes
1	-	Transfer indicator *	CBHE code for a student transfer event
2	SOCSEC1	Most Recent Social Security Code	
3	CALYEAR	Year	
4	ACTERM	Term	
5	FICECODE	FICE College Code	
6	HIDEGREE	Highest Degree Held	Some missing data exist by institutions
7	PROGRONE	First Major Field of Study-CIP code	Some missing data exist by institutions
8	TRANSSCH	last Institution of transfer student	A lot of missing data exist by institutions
9	TOTRMHRR	Total Term Attempted Credit Hour	Some missing data exist by institutions
10	GRDTRMR	Total Graded Credit Hour	Some missing data exist by institutions
11	CUMCREDR	Cumulative Credit Hours Earned	Complete data exist across institutions
12	CRTAN1R	Credit Hours Receiving Institution Accepts	Some missing data exist by institutions
13	CRTRAN2R	Transfer Credit Hours Accumulated-Earned	Some missing data exist by institutions
14	TRMGPA	Term Grade Point Average	Complete data exist across institutions
15	CUMGPA	Cumulative Grade Point Average	Complete data exist across institutions

EMSAS Fall Enrollment File

15 variables per record

EMSAS			
Field	Variable	Variable	
Num	Name	Description	EMSAS Data Notes
1	-	Transfer indicator *	CBHE code for a student transfer event
2	SOCSEC1	Most Recent Social Security Code	
3	FICECODE	FICE College Code	
4	ACTERM	Term	
5	CALYEAR	Year	
6	DEGREEST	Degree Level	Complete data exist across institutions
7	PROGRONE	First Major Field of study CIP Code	Complete data exist across institutions
8	TRANSSCH	Last Institution of Transfer student	Complete data exist across institutions
9	HSPRNK	High School Percentile Rank	A lot of missing data exist by insitutions
10	CORE	Core Curriculum Indicator	Complete data exist across institutions
11	ACTENG	ACT English Subscale Score	Some missing data exist across institutions
12	ACTMAT	ACT Math Subscale Score	Some missing data exist across institutions
13	ACTRED	ACT Reading Subscale Score	Some missing data exist across institutions
14	ACTSCR	ACT Science Subscale Score	Some missing data exist across institutions
15	ACTCOM	ACT Composite Score.	Some missing data exist across institutions

EMSAS Degree Completions File

5 variables per record

EMSAS			
Field	Variable	Variable	
Num	Name	Description	EMSAS Data Notes
1	SOCSEC1	Most Recent Social Security Code	Complete data exist across institutions
2	FICECODE	FICE College Code	Complete data exist across institutions
3	---	Degree Year*	Complete data exist across institutions
4	---	Major of Degree*	Complete data exist across institutions
5	TRANSSCH	Last Institution of Transfer student	Complete data exist across institutions

* These variables will be created in the CBHE SAS program.

Addendum II**EMSAS DATA CONFIDENTIALITY AGREEMENT**

_____, (hereinafter “Institution”), is a participant in the Enhanced Missouri Student Achievement Study (EMSAS) database maintained by the Missouri Department of Higher Education (DHE). Institution has requested access to cross-institutional data in the EMSAS database for the purpose of tracking cohorts of the Institution’s students. The DHE has a strong interest in and commitment to enhancing institutional and student performance through the type of research and associated policy development proposed by the Institution. Accordingly, the DHE has agreed to provide the requested cross-institutional data, provided that Institution agrees to comply with the terms and conditions set forth in this Confidentiality Agreement.

The DHE will provide the EMSAS data to Institution pursuant to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g(b)(1)(F), and regulations issued under FERPA, 34 C.F.R. § 99.31(a)(6). Institution agrees that it will maintain the confidentiality of the EMSAS data in accordance with 20 U.S.C. § 1232g(b)(1)(F), 34 C.F.R. § 99.31(a)(6), and the terms of this Confidentiality Agreement.

For purposes of this Confidentiality Agreement, the term “personally identifiable student records” includes, but is not limited to: (a) the student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or the student’s family; (d) a personal identifier, such as the student’s social security number or other student number; (e) information about a group of students that contains four (4) or fewer students; (e) a list of personal characteristics that would make the student’s identity easily traceable; and (f) other information that would make the student’s identity easily traceable.

Institution hereby agrees that it will use the EMSAS data solely for the purpose of conducting studies, analyses, or other projects, such as tracking cohorts of students, designed to improve instruction. Institution agrees that it will maintain the confidentiality of personally identifiable student records contained in the EMSAS data at all times and will keep the EMSAS data in a secure location. Institution shall restrict access to personally identifiable student records contained in the EMSAS data to those employees, representatives, and agents of the Institution who are participating or assisting in the performance of a study, analysis, or project under the terms of this Confidentiality Agreement.

Institution may publicly release reports, studies, and other documents derived from information contained in the EMSAS data, provided that such reports, studies, or other documents do not contain any personally identifiable student records. Institution agrees that it will not release or disclose any of the EMSAS data in any manner except as expressly described in this Confidentiality Agreement, unless Institution has received prior written authorization from the DHE.

Institution agrees that it will promptly return the EMSAS data to the DHE upon written request by the DHE. Institution further agrees that it will destroy the EMSAS data when it is no longer needed for the purposes described in this Confidentiality Agreement.

By signing below, Institution accepts and agrees to the terms and conditions set forth in this Confidentiality Agreement.

(Name of Institution)

By: _____
(Signature of President or Chancellor)

Dated: _____

Addendum III

DATA REQUEST FORM

Date _____

Name of Institution _____

Name of The EMSAS Data Coordinator (EDC):

EDC's E-Mail Address _____

EDC's Telephone Number _____

Requested File(s) : (Please check all that are appropriate.)

_____ **Degree Completions File**

_____ **End-of-Term File**

_____ **Fall Enrollment File**